



STATE OF MICHIGAN

JENNIFER M. GRANHOLM
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSING

MICHAEL R. DEVOS
EXECUTIVE DIRECTOR

MEMORANDUM

September 12, 2007

TO: Office of Community Development Grantees

FROM: Kerri Nobach, Administrative Support
Office of Community Development (OCD)

RE: **Announcement of Upcoming Trainings/Workshops**

The Michigan State Housing Development Authority (MSHDA), Office of Community Development has planned a series of grant administration training sessions for the Fall/Winter 2007. Following is a list of planned training sessions:

Acquisition/Development/Resale (ADR) Training w/ Computer Lab
Homebuyer/Purchase/Rehab (HPR) Training w/ Computer Lab
Energy Efficiency Training
Rental Rehabilitation Walking Tour
Environmental Review/Davis Bacon Training
Office of Community Development (OCD) Regional Workshops
Housing Quality Standards (HQS) Training

A training calendar with all necessary training information is attached. Also, please keep in mind that MSHDA plans to provide other training opportunities statewide. When dates and locations are made available, information will be forwarded to you via email, OPAL system message, and/or US mail. You may also periodically check the training calendar at www.mittac.org for the most up-to-date training information. In the event that a class fills up, your name will be placed on a waiting list for another training to be offered with the same subject matter.

The registration fees as outlined on the training calendar and MITTAC website should be sent to my attention. Please make your check or money order payable to the **Michigan State Housing Development Authority** and send it prior to the training. Also, please note the name of the attendee(s) on the check. Submit your training registration at www.mittac.org **no less than 7 days prior to** the session.

If you are unable to attend, please notify me via phone or email **no less than 3 days prior to** the workshop. If you do not formally cancel, you will still be responsible for the registration fee.

All additional training related information, including specific breakfast and lunch accommodations may be found on the MITTAC calendar. I can be contacted at 517.373.9015 or at nobachk1@michigan.gov with any other questions you may have.



SEPTEMBER 2007

Monday	Tuesday	Wednesday	Thursday	Friday
3 HOLIDAY	4	5	6 <i>PIP Training - Kalamazoo</i>	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27 <i>HO Rehab, Beginner - Lansing</i>	28 <i>HO Rehab, Advanced - Lansing</i>

OCTOBER 2007

Monday	Tuesday	Wednesday	Thursday	Friday
1 <i>HQS Training - Grayling</i>	2 <i>HQS Training - Grayling</i>	3 <i>ADR Training - Grand Rapids</i> <i>MCDDA Conference - Grand Rapids</i>	4 <i>ADR Training - Grand Rapids</i> <i>MCDDA Conference - Grand Rapids</i>	5 <i>MCDDA Conference - Grand Rapids</i>
8	9 <i>HPR Training - Birmingham</i>	10 <i>HPR Training - Birmingham</i>	11 <i>Energy Efficiency - Mackinaw City</i>	12
15	16 <i>ADR Training - Gaylord</i>	17 <i>ADR Training - Gaylord</i>	18	19
22 <i>ADR Training - Beverly Hills</i>	23 <i>ADR Training - Beverly Hills</i>	24	25	26
29	30 <i>Rental Rehab Walking Tour - Ingham County</i>	31		

Homeowner Rehabilitation Training – Beginner & Advanced

What: HO Rehab, Beginner, Day 1 - This is a workshop for the "beginner", still learning the basics, or someone looking for an update or refresher course. We will focus on program basics including: grant application and environmental review, advertising, gathering applications, inspections (including LBP), specification writing, managing jobs and clientele efficiently, maneuvering OPAL, required documents, how to put together a file that MSHDA will love, and utilizing Technical Assistance. We will discuss basics and hold a question and answer forum that should make your early times with Homeowner Rehabilitation easier and more rewarding.
Day 2 - This workshop is for the more "seasoned" or experienced practitioner. Inspection and specification writing "advanced style", pooling resources in your area to simplify your day, providing outcomes that will impress, when to "walk away" (or should we just look harder), finding funding sources that make larger jobs possible, abatement - maybe it can work for you, multiple jobs and program income too, and open forum for the advanced specialist. Trading tricks of the trade with those that have "been there and done that".

When/Where: September 27 & 28, 2007 - MSHDA Building, Lansing
Time: Registration 8:30 - 9:00, Training 9:00 - 4:30
Participants: OCD HO Rehab Program Administrators
Fee: \$10 registration fee per person, per day
Trainer: Bruce Johnston, Ingham County Housing Commission
Contact: Kerri Nobach at 517.373.9015 or nobachk1@michigan.gov

Acquisition/Development/Resale (ADR) Training

What: This workshop will focus on the fundamental mechanics of an ADR project from start to finish. The training topics include the various stages of a project, the documentation necessary to meet state and federal requirements, managing a project through OPAL, and the ADR proforma. Additionally, this workshop will focus on planning for successful sales of ADR homes. Training topics will also include acceptable first mortgage financing, maximizing buyer's purchasing power, determining sales prices, working with realtors, and managing the closing process. Upcoming policy changes and emerging trends will also be discussed.
A substantial portion of the second day will be spent in a computer lab where participants can log in to an OPAL demo site, create individual projects, and move them through the process to completion. Common OPAL reporting errors and frequently asked questions about OPAL processes will be addressed.

When/Where: October 3-4, 2007 - Grand Rapids, OPD Training Center
October 16-17, 2007 - Gaylord, University Center
October 22-23, 2007 - Beverly Hills, Birmingham Conf. Ctr.
Time: Registration 8:30 - 9:00, Training 9:00 - 4:30
Participants: ADR Program Administrators
Fee: \$25 registration fee
Trainer: Office of Community Development Staff
Contact: Kerri Nobach at 517.373.9015 or nobachk1@michigan.gov

Homebuyer/Purchase/Rehabilitation (HPR) Training

What: This workshop will focus on the fundamental mechanics of a HPR project from start to finish. Training topics will include the various stages of a project, the documentation necessary to meet state and federal requirements, managing a project through OPAL, and the HPR proforma. Special emphasis will be given to working with lenders, using innovative financing products, and matching the proforma to the settlement statement. Additionally, upcoming and recent changes to the proforma and OPAL activity checklist will be discussed.
A substantial portion of the second day will be spent in a computer lab where participants can log in to an OPAL demo site, create individual projects, and move them through the process to completion. Common OPAL reporting errors and frequently asked questions about OPAL processes will be addressed.

When/Where: October 9-10, 2007 - Beverly Hills, Birmingham Conf. Ctr.
November 5-6, 2007 - Gr. Rapids, OPD Training Center
November 13-14, 2007 - Gaylord, University Center
Time: Registration 8:30 - 9:00, Training 9:00 - 4:30
Participants: HPR Program Administrators
Fee: \$25 registration fee
Trainer: Office of Community Development Staff
Contact: Kerri Nobach at 517.373.9015 or nobachk1@michigan.gov

Rental Rehabilitation Walking Tour

What: Have you discussed the idea of Rental Rehabilitation in your city/community? If so, or even if you are thinking of it, take the time to come to Ingham and Eaton Counties and view projects that are just starting, in the middle of rehabilitation, and finished. This walking/talking tour will give you a chance to see what CDBG dollars have accomplished in cities that have utilized the program along with façade improvements and other State sponsored funding.

Take the time out of your busy schedule to tour the cities of Mason and Eaton Rapids and you will get a chance to see how Rental Rehabilitation could affect your community. You will get a chance to talk to high ranking city personnel and get their take on how the program works and hands on (or eyes on) information to take back with you. Bring your key personnel and your walking shoes if you want a chance to impress how this wonderful program could change your city.

When/Where: October 30, 2007 - Meet on the first floor hallway of the Ingham County Courthouse at 341 S. Jefferson, Mason, MI 48854
Time: Registration 9:00, Walking Tour starts promptly at 9:30 am and will end in Eaton Rapids at 4:00 pm.
Participants: RR Program Administrators
Fee: \$10 registration fee
Trainer: Bruce Johnston, Ingham County Housing Commission
Contact: Kerri Nobach at 517.373.9015 or nobachk1@michigan.gov

Energy Efficiency Training

What: Effective January 1, 2006, OCD grantees were required to ensure that all new construction units developed with MSHDA assistance meet certain Energy Standards. Michael Holcomb will present a 4-hour session on the Energy Star Home Program and the Home Energy Rating System (HERS). The Energy Star requirements have changed dramatically since January 1, 2006. Understanding these changes is crucial to meeting the MSHDA energy requirements.

Program administrators, general contractors, HVAC contractors and insulators all play an important role in meeting the Energy Star requirements and are urged to attend this training. In addition to program mandates the attendees have a unique opportunity to discuss their building programs and program concerns with an experienced energy auditor.

When/Where: October 11, 2007 - Mackinaw City, Best Western Dockside
Time: Registration 8:30 - 9:00; Training 9:00 - 12:30
Participants: Program administrators, general contractors, HVAC Contractors and Insulators
Fee: \$10 Registration fee
Trainer: Michael Holcomb, Alliance for Environmental Sustainability
Contact: Kerri Nobach at 517.373.9015 or nobachk1@michigan.gov

Housing Quality Standards (HQS) Training

What: MSHDA, OCD has planned a two-day HQS Training. This training will give you a basic knowledge of the HQS requirements and procedures that will help you meet monitoring requirements associated with inspection regulations. On the afternoon of the second day, the attendees of the training session will go to a local home inspection. Participants will receive a certificate that indicates completion of the two-day training session. You will not be certified as an HQS Inspector. Neither HUD nor MSHDA provide such certifications.

When/Where: October 1-2, 2007 - Grayling, Days Inn
November 5-6, 2007 - Lansing, MSHDA Building
Time: Registration 8:00 - 8:30, Training 8:30 - 5:00
Participants: Contracted Housing Agents, OCD Grantees
Fee: \$25 Registration Fee
Trainer: Brad Shouldice, Shouldice Home Inspections
Contact: Kerri Nobach at 517.373.9015 or nobachk1@michigan.gov

NOVEMBER 2007

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5 <i>HPR Training –Grand Rapids</i> <i>HQS Training - Lansing</i>	6 <i>HPR Training – Grand Rapids</i> <i>HQS Training - Lansing</i>	7 <i>Environmental Review/Davis</i> <i>Bacon Training - Lansing</i>	8	9
12 VETERANS DAY	13 <i>HPR Training – Gaylord</i>	14 <i>HPR Training – Gaylord</i>	15	16
19	20	21	22 THANKSGIVING	23 THANKSGIVING
26	27	28 <i>OCD Regional Workshop -</i> <i>Gaylord</i>	29 <i>OCD Regional Workshop -</i> <i>Marquette</i>	30

DECEMBER 2007

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5 <i>MCDDA Conference –Lansing</i> <i>Center</i>	6	7 <i>OCD Regional Workshop -</i> <i>Webcast</i>
10	11 <i>OCD Regional Workshop –</i> <i>Grand Rapids</i>	12	13 <i>OCD Regional Workshop –</i> <i>SE Mich.</i>	14
17	18	19	20	21
24 CHRISTMAS EVE	25 CHRISTMAS DAY	26	27	28
31 NEW YEAR'S EVE				

Homebuyer/Purchase/Rehabilitation (HPR) Training

What: This workshop will focus on the fundamental mechanics of a HPR project from start to finish. Training topics will include the various stages of a project, the documentation necessary to meet state and federal requirements, managing a project through OPAL, and the HPR proforma. Special emphasis will be given to working with lenders, using innovative financing products, and matching the proforma to the settlement statement. Additionally, upcoming and recent changes to the proforma and OPAL activity checklist will be discussed. A substantial portion of the second day will be spent in a computer lab where participants can log in to an OPAL demo site, create individual projects, and move them through the process to completion. Common OPAL reporting errors and frequently asked questions about OPAL processes will be addressed.

When/Where: October 9-10, 2007 – Beverly Hills, Birmingham Conference Center
November 5-6, 2007 - Grand Rapids, OPD Training Center
November 13-14, 2007 - Gaylord, University Center at Gaylord

Time: Registration 8:30 – 9:00, Training 9:00 – 4:30

Participants: HPR Program Administrators

Fee: \$25 registration fee

Trainer: Office of Community Development Staff

Contact: Kerri Nobach at 517.373.9015 or nobachk1@michigan.gov

Housing Quality Standards (HQS) Training

What: MSHDA, OCD has planned a two-day HQS Training. This training will give you a basic knowledge of the HQS requirements and procedures that will help you meet monitoring requirements associated with inspection regulations. On the afternoon of the second day, the attendees of the training session will go to a local home inspection. Participants will receive a certificate that indicates completion of the two-day training session. You will not be certified as an HQS Inspector. Neither HUD nor MSHDA provide such certifications.

When/Where: October 1-2, 2007 – Grayling, Days Inn
November 5-6, 2007 – Lansing, MSHDA Building

Time: Registration 8:00 – 8:30, Training 8:30 – 5:00

Participants: Contracted Housing Agents, OCD Grantees

Fee: \$25 registration fee

Trainer: Brad Shouldice, Shouldice Home Inspections

Contact: Kerri Nobach at 517.373.9015 or nobachk1@michigan.gov

Environmental Review/Davis Bacon Training

What: The morning session will present the Environmental Review requirements for all federally-funded OCD projects -- project classification, regulatory compliance, public notification, requesting release of funds and required documentation. The afternoon session will provide guidance to administrators of HOME and CDBG-assisted projects on the applicability of Davis Bacon Related Acts on OCD-funded projects.

When/Where: November 7, 2007 – Lansing, MSHDA Building

Time: Registration 8:30 – 9:00, Training 9:00 – 4:30

Participants: HOME/CDBG Grantees

Fee: \$10 registration fee

Trainer: MSHDA Staff

Contact: Kerri Nobach at 517.373.9015 or nobachk1@michigan.gov

Office of Community Development Regional Workshops

What: MSHDA's Office of Community Development (OCD) staff will be conducting an informational workshop for grantees. This workshop will be offered at various locations across the state. The workshop will include: the 2008 Housing Resource Fund (HRF) notice of funding availability, the application schedule, policy updates and dialogue with grantees in regards to program trends.

When/Where: November 28, 2007 – Gaylord, Location TBA
November 29, 2007 – Marquette, Location TBA
December 7, 2007 – Webcast
December 11, 2007 – Grand Rapids, Location TBA
December 13, 2007 – SE Michigan, Location TBA

Time: Registration 9:00 – 9:30, Training 9:30 – 4:30

Participants: OCD Grantees

Fee: \$10 registration fee

Trainer: Office of Community Development Staff

Contact: Kerri Nobach at 517.373.9015 or nobachk1@michigan.gov